Nursing Handbook
2025 – 2026

BTC Bolivar Technical College

BTC. Where we know you by name and help is always available.

Bolivar Technical College

Practical Nursing & Professional Nursing Handbook

2025-2026

Effective July 1, 2025

Table of Contents

Bolivar Technical College

Bolivar Technical College (BTC) is a Not-for-Profit (501(C) 3) Corporation specializing in adult education. The institution is governed by a Board of Directors, administered by the President, and staffed by qualified faculty members. An Advisory Board serves in an advisory capacity.

The members of the Board of Directors are:

President	Charlotte Gray
Vice-President	Dr. William Gray
Secretary/Treasurer	Rachael Heneise

The administrative staff members are:

Campus Director	Charlotte Gray
Registrar	TBD
Assistant Registrar	Chelsye Scantlin
Education Coordinator	Nancy Brannon
Admissions/Student Services	Daniel Leith
Librarian	Jo Bass
Financial Aid Representative	Wendy McGowin/Avril Pebworth
Student Services/Compliance	Avril Pebworth
Director of Nursing Education	Erin Mock, MSN, RN, CNE
Interim Simulation & Skills Center Coordinator	Sarah Colby, BSN, RN
Professional Nursing Program Coordinator	Tasha Detloff, MSN, RN, CNE
Practical Nursing Program Coordinator	Johnna Mortensen, BSN, RN
RN to BSN Completion Program Coordinator	Kristall Fears, DNP, RN
Student Online Support (SOS) Coordinator	Bridget Stacy

Bolivar Technical College provides quality instruction and an ideal learning environment using multiple modalities, technologies, and experiences to enhance student learning. The college offers Bachelor Degrees (BSN- completion), Academic Associate Degrees, and Certificates upon satisfactory completion of a program.

Mission Statement

Bolivar Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, general education in response to the ever- changing employment needs of the community.

Philosophy of Nursing Program

Nursing is a science, and an art. Nursing draws upon the biological, behavioral, and social sciences as well as nursing's own unique body of knowledge. Nursing requires ethical behavior critical thinking, problem solving, and effective communication skills. Nursing spans these multiple disciplines to reflect the contemporary health care environment which highlights the continual improvement in safe quality client centered care. The nurse assists the client to achieve an optimal level of wellness through a caring interpersonal relationship.

The faculty recognizes the client is a unique person and an individual that draws on physiological, psychosocial, cultural, developmental, environmental, and spiritual experiences. The individual is viewed in a holistic manner recognizing these variables which impact their healthcare response. The faculty believes the goal of nursing is to assist the person in the pursuit of quality of life as determined by the person. Towards this goal, the nurse is also involved with illness prevention and health maintenance.

Nursing accepts the humanistic approach of valuing the other person's opinions and viewpoints and believes in maintaining the dignity and integrity of the person. The nurse protects the person's confidentiality and the right and ability to make choices. Nursing students will be instructed to view the person as an individual who has the potential to reach an optimal level of health and functioning and not an individual with an illness with the focus on symptoms.

The faculty believes that the nurse's role in the complex healthcare environment is to work collaboratively as peers with interdisciplinary teams and to integrate evidenced based care for the client and community. The ever-increasing complexity of nursing care requires safe practitioners that have the capacity to change and integrate new knowledge and evidenced-based care into safe methods of healthcare delivery.

Nurses should be active continuous learners. Faculty strives to provide learning experiences designed to achieve synthesis of knowledge, values, and skills as outlined by course objectives. While the ultimate responsibility for learning remains with the student, the faculty has the responsibility to provide learning opportunities that encourage intellectual inquiry, critical thinking and fosters evidenced based care and use of informational technology to improve communication and safe, quality client-centered care.

Practical Nursing Program Description

The practical nursing cohort program at Bolivar Technical College is a 12-month/47-week or 16-month/63-week certificate degree program that prepares students to take the national licensure exam for Practical Nurses (NCLEX-PN). Students are prepared both academically and clinically to care for clients in acute care, clinic, and long-term care settings. Graduates of this program are IV Certified as designated by the Missouri State Board of Nursing.

Professional Nursing Program Description

The Professional Nursing Program has three Program options: A conventional two-year associate degree option, an LPN to RN Bridge option, and a Paramedic to RN Bridge option.

The conventional professional nursing cohort program at Bolivar Technical College is a twenty month/64-week associate degree program that prepares students to take the national licensure exam for Registered Nurses (NCLEX-RN). No licensure or certification is required for admittance. Students are prepared both academically and clinically to care for diverse clients in the complex, ever changing health care environment.

Licensed Practical Nurses may apply for advanced placement in the Professional Nursing Program. These students will be required to meet prerequisite general education requirements. The program is 3 semesters/47 weeks in length. LPN to RN Bridge students will join the conventional cohort in third semester and upon graduation will earn an associate degree and are prepared to take the national licensure exam for Registered Nurses (NCLEX-RN).

Paramedics may also apply for advanced placement in the Professional Nursing Program. All prerequisite requirements must be met and then students accepted into the program will complete in 3

semesters/47 weeks. Graduates of the program will earn an associate degree and are prepared to take the national licensure exam for Registered Nurses (NCLEX-RN).

Bolivar Technical College Nursing Curriculum Framework

The Bolivar Technical College nursing faculty have identified the following nine standards on which to base the nursing programs curricula. The faculty believe that this framework represents essential areas of nursing practice from which to develop graduate competencies (end of program student learning outcomes) and course learning outcomes.

Bolivar Technical College Curriculum Framework

Graduate Competencies (End of Program Student Learning Outcomes)

Upon Completion of the Bolivar Technical College Practical Nursing Program, the Graduate Practical Nurse will:

Essentials from the Sciences and Liberal Arts

Combine knowledge, principles, and theories of other disciplines and areas of study into nursing care.

Interprofessional Communication and Collaboration

Collaborate within health care teams, using open communication, mutual respect, and shared decision making for planning, delivery, and revision of optimal nursing care.

Social Justice, Advocacy, and Cultural Competence

Create an environment that promotes caring and professionalism with consideration for the client's cultural/societal beliefs and practices.

Nursing as a Role in the Healthcare System Today

Develop skills and knowledge to implement safe, effective, therapeutic and holistic nursing care.

Disease Prevention and Health Promotion

Advocate for clients in a way to promote self-determination and health while reinforcing client education for positive outcomes.

Patient Safety, Evidence-based Practice, and Quality Care

Create an environment of safety.

Clinical Decision Making

Formulate thinking processes and strategies to evaluate data and choose interventions.

Professional Values

Define responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a learner, clinician, and team member within the parameters and expectations of scope of practice.

Upon Completion of the Bolivar Technical College Professional Nursing Program, the Graduate Professional Nurse will:

Essentials from the Sciences and Liberal Arts

Combine knowledge, principles, and theories of other disciplines and areas of study into nursing care.

Interprofessional Communication and Collaboration

Delegate and evaluate care appropriately, according to the client need, ability of the delegate, and scope of practice for the purpose of optimal nursing care.

Social Justice, Advocacy, and Cultural Competence

Administer professional nursing care competently and safely in diverse settings, utilizing leadership, clinical judgement, and therapeutic nursing interventions with individuals, families, and communities at any developmental stage and with varied beliefs and health concerns.

Nursing as a Role in the Healthcare System Today

Incorporate skills and knowledge to implement safe, effective, therapeutic and holistic nursing care including meeting physiological, psychological, cultural, and spiritual needs of the client.

Disease Prevention and Health Promotion

Explain and remove barriers to health promotion.

Patient Safety, Evidence-based Practice, and Quality Care

Incorporate best practices based on current evidence into safe, effective, competent, nursing care with concern for client/family preferences and values.

Information Systems and Health Care Technologies
Explain technologies used to strengthen communication, manage information, and mitigate error in client care delivery.

Clinical Decision Making
Design and/or revise interventions for patient care based on evaluation of patient goals and data for direction of the nursing care team.

Professional Values
Summarize the responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a team leader, clinician, and educator within the parameters and expectations of scope of practice.

Academic Information and Policies

Grade Point Average (GPA) for all Nursing Courses

Evaluations for each class within the program receive a specific number of points. The grade for each nursing class is determined by tests, quizzes and other assignments and a comprehensive course final; thus, reflecting mastery of the course material based on the percentage of the total points scored as being correct. The percentage is then calculated on the following scale for core nursing classes:

Letter Grade	Percentage Grade	Grade Points
A	94-100%	4.00
B	86-93%	3.00
C	80-85%	2.00
F	below 80%	0.00

Grades are not rounded for any class. 79.99 is less than 80.0 and is an "F" in nursing classes.

Each certificate and degree program course syllabus will articulate required course work including student assignments outside of class with specific requirements. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program.

Grade Point Average (GPA) for all General Education Courses

Letter Grade	Percentage Grade	Grade Points
A	90 – 100%	4.00
B	80 – 89%	3.00
C	70 – 79%	2.00
D	60 – 69%	1.00
F	Below 60%	0.00

Grades are not rounded for any class. 59.99 is less than 60.0 and is an "F" in General Education classes.

Late Work and Make-Up Work Policy

It is the student's responsibility to report to the course instructor immediately after an absence to make up any missed tests and assignments.

The following policies are in effect for absences during all courses:

1. NO student will be given the opportunity to take a test/quiz early **for any reason. No Final Exam will be given early or late.**
2. Homework is considered late if not turned in on or before the time designated by an instructor. The office will document the receipt of an assignment even if class is not in session, but the campus is open.
3. Tests and quizzes are considered late if not taken at the designated testing time. It is the responsibility of the student to schedule a make-up time with the instructor.
4. Ten percent (10%) will be deducted from homework, tests, and quizzes not completed by the designated testing time/due date. (Day 1). An additional ten percent (10%) will be deducted each day the college campus is open following the designated testing time/ due date.
5. After 7 calendar days no points will be awarded for late homework, tests, or quizzes.
6. All exams must be taken prior to the next exam, regardless of points awarded.
7. Assigned exam remediation, if required, is due prior to the next exam.
8. If an exam has not been taken at the time of the next exam, or assigned remediation not completed, the next exam cannot be attempted, and the late penalty will be applied for each day that it is not attempted.
9. Individual circumstances of illness and emergency will be considered on a case-by-case basis by appeal to the program director. Documentation must be presented upon return to school.

Academic Progress

Academic Achievement and Retention

Professional Nursing and Practical Nursing students are solely responsible for achieving and maintaining a grade of "C" or higher in both nursing core classes and general education courses. It is the **student's obligation** to monitor their academic progress. If a student's average falls below an 82% in a nursing core course, the student may be required to participate in a faculty-directed improvement plan, but it is the student's responsibility to engage actively and fully in this process.

Students who do not meet course or clinical objectives must take the initiative to remediate. While the program coordinator or designated faculty member will provide guidance in developing a remediation plan, the student is accountable for implementing the plan, adhering to the established timeline, and demonstrating mastery of the required content or clinical skills. All remedial activities must be successfully completed within the designated timeframe, and mastery must be formally evaluated and documented. Failure to achieve an 80% or higher in a core nursing class or a "C" or higher in a general education class by the end of the semester will result in course failure and could result in termination from the program.

Clinical components are an integral and mandatory part of the corresponding theoretical courses. Students must demonstrate satisfactory performance in clinical settings to pass the course. Clinical evaluations will be conducted daily and made available for student review. It is the **student's responsibility** to review the Clinical Evaluation Tool (CET), apply instructor feedback, and make the necessary improvements. Instructors may assign

clinical remediation, and failure to meet clinical expectations will also result in course failure and possible program termination.

Course grades are available through Moodle. **Students must routinely monitor their own grades and test scores** and are expected to recognize when they are falling behind. **It is the student's responsibility** to proactively seek out faculty support or utilize resources such as the Success Lab to address any challenges with course material or clinical objectives.

ATI Exams

An ATI subject specific comprehensive computerized exam for each applicable subject area will be given prior to the end of each appropriate semester. The student is expected to obtain a minimum of a Level 2 competency (Proficiency = Level 2 or higher). Points are assigned according to the course syllabus. Students may be required to retake the ATI exam after paying a re-test fee if the benchmark is not met. Requirements for retesting are discussed in the course syllabus.

At completion of the program, a comprehensive ATI exam is given. The student is expected to achieve a 95% predicted probability. A student that obtains a predicted probability of below 95% must remediate to receive the points possible. A student that obtains a predicted probability of below 90% must remediate and retake the ATI comprehensive predictor to receive the points possible. The cost for the additional testing is paid by the student. The percentage of the first predicted probability will be the percentage of ATI assessment points earned. (i.e., a 92% predicted probability will result in 92% of ATI assessment points)

Professional Nursing ATI Exam	First Semester	Second Semester	Bridge Semester Only	Third Semester	Fourth Semester	Scoring Methods
Critical Thinking						
Pre-test	X		X			
Post-test					X	
Content Mastery Exams (CME)						
RN Fundamentals	X					Points awarded within the ADN-RN 101 course (Fundamentals of Nursing)
RN Pharmacology				X		Points awarded within the ADN-RN 114 course (Pharmacology III)
RN Mental Health				X		Points awarded within the ADN-RN 210 course (Mental Health)
RN Maternal Newborn					X	Points awarded within the ADN-RN 241 (Maternal Child)
RN Nursing Care of Children					X	Points awarded within the ADN-RN 241 (Maternal Child)
RN Leadership					X	Points awarded within the ADN-RN 250 course (Management & Leadership)
RN Adult Medical Surgical					X	Points awarded within the ADN-RN 230 course (Medical Surgical Nursing III)

Comprehensive Exit Exam						This test will generate an individualized score (% Correct), indicating predicted probability to pass NCLEX-RN®.
RN Comprehensive Predictor					**X**	Points will be equitably divided between the fourth semester courses

Failure to demonstrate mastery of the clinical or course objectives may require the student to withdraw from the program or result in termination from the program.

Practical Nursing ATI Exam (3-semester track)	First Semester	Second Semester	Third Semester	Scoring Methods
Critical Thinking				
Pre-test	**X**			
Post-test			**X**	
Content Mastery Exams (CME)				
PN Fundamentals	**X**			Points awarded within the NURS 112 course (Fundamentals of Nursing)
PN Maternal Newborn		**X**		Points awarded within the NURS 204 course (Maternal Child I-OB)
PN Pharmacology			**X**	Points awarded within the NURS 302 course (Pharmacology III)
PN Mental Health			**X**	Points awarded within the NURS 323 course (Mental Health)
PN Nursing Care of Children			**X**	Points awarded within the NURS 304 course (Maternal Child II-Peds)
PN Management			**X**	Points awarded within the NURS 343 course (Leadership)
PN Adult Medical Surgical			**X**	Points awarded within the NURS 313 course (Medical Surgical nursing II)
Comprehensive Exit Exam				This test will generate an individualized score (% Correct), indicating predicted probability to pass NCLEX- PN®.
PN Comprehensive Predictor			**X**	Points will be equitably divided between the third semester courses

Failure to demonstrate mastery of the clinical or course objectives may require the student to withdraw from the program or result in termination from the program.

Practical Nursing ATI Exam (4-semester track)	First Semester	Second Semester	Third Semester	Fourth Semester	Scoring Methods
Critical Thinking					
Pre-test		X			
Post-test			X		
Content Mastery Exams (CME)					
PN Fundamentals		X			Points awarded within the NURS 112 course (Fundamentals of Nursing)
PN Maternal Newborn			X		Points awarded within the NURS 204 course (Maternal Child I-OB)
PN Pharmacology				X	Points awarded within the NURS 302 course (Pharmacology III)
PN Mental Health				X	Points awarded within the NURS 323 course (Mental Health)
PN Nursing Care of Children			X		Points awarded within the NURS 304 course (Maternal Child II-Peds)
PN Management				X	Points awarded within the NURS 343 course (Leadership)
PN Adult Medical Surgical				X	Points awarded within the NURS 313 course (Medical Surgical nursing II)
Comprehensive Exit Exam					This test will generate an individualized score (% Correct), indicating predicted probability to pass NCLEX- PN®.
PN Comprehensive Predictor				X	Points will be equitably divided between the third semester courses

Failure to demonstrate mastery of the clinical or course objectives may require the student to withdraw from the program or result in termination from the program.

Code of Academic Integrity

Bolivar Technical College is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed that academic integrity is vital to the success of this educational endeavor and without it, the opportunity to develop the full understanding of the material is missed (Harding, Carpenter, Finelli, & Passow, 2004). The value of education awarded by an institution is based on the belief that graduates earn their education honestly, and that graduates have the knowledge and skills inherent to that education. The faculty at Bolivar Technical College believe that quality education leads to quality care. The college accepts this responsibility to the community and to the profession of nursing by expecting academic integrity of students and faculty.

The highest standards of ethical and professional conduct are integral to success in the nursing

programs. As members of the nursing profession, the student shares a commitment to adhere to the American Nurses Association Code of Ethics for Nurses. The faculty's duty is to maintain an environment supportive of personal growth, as well as to ensure the provision of safe and effective health care to the public.

The nursing faculty at Bolivar Technical College believes students who develop the values of nursing during their course of study will portray those values as a nurse. The values of nursing include lifelong learning, diversity, individuality, respect, responsibility, and integrity. These values are essential to continued success in the profession of nursing.

Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

American Nurses Association, 2025

Classroom and Clinical Expectations

Health care professionals are representatives of the nursing profession. The first impression a nurse makes to the client results from what is seen and heard. How a nurse looks, and acts establishes the basis and acceptance from his/her client.

General Appearance and Conduct Policy (On Campus)

- The student may wear street clothes that are modest and well kept.
- The student must be clean and well groomed. No drug, alcohol, or offensive logos.
- The student is expected to conduct himself/herself in a professional manner while attending classes.
- Jewelry may be worn in the classroom only. [See *Clinical and skills lab dress code*.]
- Verbal and /or non-verbal profanity is prohibited.
- Drug Free Environment is strictly enforced.
- The use of illegal drugs or the abuse of prescription medications <u>at any time</u> is grounds for dismissal.
- No midriffs may be exposed.
- No cell phones will be allowed during class or during the clinical rotation.
- Students must adhere to the clinical facility(s) policy and procedures.

Nursing Student Conduct and Professional Behavior Policy

As a future healthcare professional, each nursing student is expected to uphold high standards of integrity, accountability, and respect—both in the classroom and clinical settings. Positive conduct is essential for a safe, effective learning environment and for developing professional competence.

Professionalism & Behavior
Students are responsible for always maintaining professional conduct. This includes:

- Following school and program policies
- Demonstrating respectful, mature, and ethical behavior
- Being prepared and punctual for classes and clinical rotations
- Using respectful communication with peers, faculty, and staff

Disruptive, unethical, or unsafe behaviors—including repeated unprofessional conduct, insubordination, or violation of program rules—will result in disciplinary action, up to and including dismissal. Students must respond to feedback and correction in a constructive, professional manner.

Academic Integrity
Academic dishonesty (e.g., cheating, plagiarism, falsifying data, or unauthorized collaboration) is strictly prohibited. Offenses will result in a zero for the assignment and may lead to program dismissal. Students must complete and submit only their own original work, properly citing any sources used.
Clinical Expectations

Students must be fully prepared for clinical assignments and demonstrate safe, competent practice. Unsafe behaviors, HIPAA violations, or failure to meet clinical objectives may result in dismissal from clinical rotation and the program.

Uncivil or Disruptive Conduct
Students are expected to contribute positively to the learning environment. Disruptive actions (e.g., tardiness, using phones in class, inappropriate language, harassment, or threats) will not be tolerated and may result in removal

from class or further disciplinary action. All students are responsible for maintaining a respectful and inclusive learning space.

Student Rights & Responsibilities

Students have the right to a safe, respectful, and supportive learning environment—and the responsibility to maintain that same environment for others. Each student is expected to:

- Take ownership of their behavior, communication, and learning
- Arrive on time and prepared
- Follow policies, meet expectations, and treat others with dignity and respect
- Seek help when needed and engage actively in their education

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*DEFINITION OF UNSAFE NURSING PRACTICE

Unsafe nursing practice is behavior conflicting with that expected of a reasonably prudent licensed nurse and has the potential to cause physical or emotional harm to the client. Nursing students will perform within their level of competency, be aware of limitations of their knowledge, have sound rationale for nursing care, and ask for assistance when performing any tasks outside of their level of knowledge or competency. Failure to follow infection control procedures or other safety protocols also constitutes unsafe nursing practice.

Clinicals

Part of the educational program is offered in a health-care facility that is contracted to provide instructional opportunities for nursing-related activities. Students are required to participate and be eligible to participate at all assigned clinical sites. NO EXCEPTIONS. Students must also comply with the facilities' policies and procedures. The school is not obligated to locate an additional clinical site to accommodate a student for any reason. Eligibility to attend a clinical site may impact the student's ability to complete the program.

Courses with a clinical component require mastery of the clinical objectives to successfully complete the course. Clinical objectives and associated competencies are listed in each course syllabus and/or reflected in the Clinical Evaluation Tool (CET). Each clinical rotation of a semester, the student will receive a formative evaluation on the CET It is the student's responsibility to review their CET weekly and faculty feedback should be utilized by the student for improvement. Students will receive daily marks of Exemplary (E), Accomplished (A), Needs Improvement (NI), or Unsafe (U) on the CET. Based on the daily CET scores, the student's clinical site performance, and the student's clinical paperwork, the clinical day will be marked a pass or fail on the CET. Clinical remediation will be assigned at the discretion of the clinical instructor. Academic Nurse Preceptors may provide an evaluation of students, but BTC faculty award final grades.

Students may be assigned Success Lab for clinical or simulation remediation, however, students may also request a Success Lab for any clinical skill that they wish to practice.

Students who receive a clinical failure on the CET will be required to participate in the following, based on the total number of fails on their CET in a semester:

- First clinical fail on CET: meet with clinical instructor.
- Second clinical fail on CET: meet with program coordinator.

- •Third clinical fail on CET: meet with clinical faculty panel and Director of Nursing Education.
    - o Student may be required to demonstrate clinical competency.
    - o Student may be dismissed from program.

All clinical objectives must be mastered to successfully complete the corresponding course. Students will be sent home from the clinical setting for unsafe or unprofessional behavior and will awarded a clinical failing grade for the day. In addition, termination from the program may be warranted.

Clinical Health Policy

Students will not be able to attend clinical rotations due to safety concerns for clients and other staff, faculty, or students if the student is exhibiting one or more of the following health issues:

- Elevated temperature (100.4 ° Fahrenheit or above)
- Vomiting or Diarrhea
- Cognitive deficits
- Signs or symptoms of communicable diseases
    - o i.e. pink eye, strep throat etc. which have not been treated for 24 hours with antibiotics.
    - o i.e. cold, flu with fever in the last 24 hours.
- A positive COVID-19 test (home tests must be verified) per the most current CDC and facility recommendations.

This list is not all inclusive and ultimately the student is responsible for recognizing when their health may present a risk to patients. Students missing clinical or sent home due to any of the above issues will be **required to make up clinical time** missed at the student's expense of $50.00 per clinical hour missed, per the clinical absence policy.

Student Health Policy

Students may be exposed to certain risks and dangers in the nursing programs. Students should be aware they will be in close contact with other individuals having a variety of health problems in which the cause may not be known. ALL patients and/or clients must be considered as having the potential to transmit infectious diseases. Students enrolled in the nursing programs who experience injury or who have been diagnosed with an infectious disease or who have been exposed to an infectious disease which could place either clients or others at risk should immediately inform the director of the program.

It is the responsibility of students to inform the director/coordinator/faculty members about conditions of limited functioning (i.e., crutches, surgery, pregnancy, etc.) which could require accommodation of clinical assignments. It is the responsibility of the students to inform the director/coordinator/faculty members about ANY health conditions (mental or physical) or changes in health status that could place them or their clients at risk. A health care provider's statement may be necessary to assure faculty that the student is able to participate in class and clinical activities without harm to self or others.

Students who meet standards and functional abilities, and medical evidence indicates that their health is not a threat to themselves or others, may continue in the program.

Instructors may allow students to enter approved isolation rooms to participate in patient care once the clinical instructor has determined this is allowed by the clinical facility's policy, the risks for

exposure are discussed with the student (including appropriate hygiene procedures), and it is not a restricted isolation. Specific restricted isolation types that students should never care for including, but not limited to: MERs, SARs, tuberculosis, varicella, and bacterial meningitis. Students are also prohibited from screening for the restricted isolation types.

If a patient is put on isolation during the clinical rotation, the clinical instructor will determine if the student should continue caring for the patient or if they should be reassigned based on the infectious organism, the clinical facility's policy, and the potential for cross-contamination.

Final semester nursing students who are completing their capstone hours can be assigned (as allowed by clinical facilities) to all isolation patients except those that are restricted.

Clinical Absences

Students are expected to attend all scheduled clinical experiences, including Clinical, On- Campus Clinical, and Simulation experiences.

Attendance consists of arriving on time, dressed according to the dress code for that experience, and prepared to work. Any absence must be reported to the appropriate faculty prior to the time the students is expected to arrive. All missed clinical time MUST be made up. **Making up clinical time does not remove it from the student's attendance record**. Student absences due to extenuating circumstances* will be considered on a case-by-case basis.

Unforeseen events such as an auto accident, deaths in the immediate family (see policy), or personal illness which requires a student to be hospitalized may be viewed as an extenuating circumstance. In the case of such events, the student must notify faculty members as soon as possible. *Vacations, weddings, doctor appointments, studying for an exam, childcare issues, job interviews, new job orientation, working*, etc. are not considered extenuating circumstances as these are not unforeseen events. Students wishing to claim extenuating circumstances will be asked to provide documentation of the condition that led to absenteeism. The presence of extenuating circumstances does not guarantee that a student will be exempted from this attendance policy.

If a student demonstrates patterns of behavior that includes tardiness and absences, they will be subject to progressive policy enforcement and may be at risk of failing the course. The student is required to establish a remediation plan with the Program Coordinator and may be required to complete an activity, assignment, or clinical hours as decided by the Program Coordinator. The Program Coordinator or Director of Nursing Education may request documentation of the condition that led to absenteeism. Absences are cumulative within a semester whether because of absenteeism or tardiness.

Student Clinical Absence WITH Appropriate Notification (Also used for progression of Tardiness):
1. The student must notify the Program Coordinator or the Skills and Simulation Coordinator as soon as possible and **before** the beginning of their clinical experience.
2. With the first clinical absence, the student is required to make up the scheduled clinical time at the discretion of the Program Coordinator. The student will pay the clinical make-up fee of $50/hour.
3. If a second clinical absence occurs; the student is required to make up the scheduled clinical time at the discretion of the Program Coordinator and will pay the clinical make-up fee of $50/hour. The student will also establish a remediation plan with the Program Coordinator.
4. If a third clinical absence occurs (or more); the student will meet with the Program Coordinator and Director of Nursing Education to review/update the remediation plan and is at risk of failing

<u>the course</u>.

<u>Student Clinical Absence WITHOUT Notification (No Call No Show):</u>
** A No Call No Show (NCNS) is when the Program Coordinator has not been contacted by the student within an hour of the clinical start time. (i.e.: Clinical scheduled for 0630, the student is absent and has not contacted the school by 0730 and will be counted as a NCNS.)
1. The first no call no show will result in clinical failure, counseling, and an assigned remediation plan in addition to make-up of the scheduled clinical time at the discretion of the Program Coordinator. The clinical make-up fee of $50/hour will be assessed.
2. The second no call no show; will result in failure of the course.

<u>Tardiness:</u>
Tardiness is defined as arrival to the designated clinical unit or meeting place ***any time after the designated start of clinical***.
In the event the student anticipates clinical tardiness, the faculty must be notified immediately.
1. Students arriving (on the floor, ready to work) to the clinical site 1-29 minutes late will be reported to the Program Coordinator. The Coordinator will counsel the students and MAY assign a remediation, additional assignments, and/or clinical make-up with the $50/hour fee. Minimum time assigned in clinical make-up is 1 hour, regardless of time tardy.
2. If a student is more than 30 minutes late to clinical the Program Coordinator WILL assign remediation and clinical make-up time of 1 hour with fee of $50/hour.
   a. If the student is <u>more than 1 hour</u> late, the student will be sent home from the clinical site and will be counted absent. The absence policy will be followed based on total number of absences the student has earned.
3. Clinical make-up and charges will be assessed in whole hour increments.   A second (or more) episode(s) of tardiness (arriving any time after the designated start of clinical) will be counted as an absence regardless of when the student arrived at the clinical site (Follow *Absences* policy). The student will be allowed to stay at the clinical site if arriving within the first scheduled hour. The student will be awarded a clinical failure.
   a. If the student is <u>more than 1 hour</u> late, the student will be sent home from the clinical site and awarded a clinical failure.

Dismissal of a Student from a Clinical Site:
If a student is dismissed from a clinical site or simulation because of inappropriate uniform, preparedness (including incomplete prework), or failure to meet clinical expectations for care or professionalism, the student will be subject to clinical make-up with $50/hour make-up fee, additional assignment or activity, remediation plan, or a combination of these at the discretion of the Program Coordinator based on the event that led to the student's dismissal. Students will receive a clinical failure and may be dismissed from the program.

Clinical and Skills Lab Conduct Code
- The student is required to always maintain patient confidentiality. ***<u>Any</u>*** breach in confidentiality could result in termination from the nursing program.
- The student is required to always maintain confidentiality in ANY clinical/skills activity. This includes, but is not limited to, simulation labs and class skills labs. Sharing of simulation lab scenarios with other students is considered disclosing of information

or unauthorized collaboration between students and is considered academic dishonesty. Academic dishonesty is grounds for termination.

- Students may not work an overnight shift prior to their clinical rotation. If it is determined that a student has worked an overnight shift prior to their clinical rotation, the student will be sent home, not be allowed to attend that clinical day, and will be required to make up the missed clinical hours. Missed clinical hours are made up at $50.00 per hour. According to state regulations, nurses are not allowed to work more than sixteen hour (16) continuous hours.
- The student must be covered by a student nursing liability insurance throughout the course of study and is provided by the school.
- Gum chewing is prohibited during clinical rotations.
- Students are not to leave the clinical unit without express permission from the instructor or supervising nurse.
- No pagers or cell phones or other electronic devices (excluding class/clinical assigned devices) are allowed during the clinical rotation while in patient care areas. This policy may be superseded by facility policy if the facility's policy is more restrictive.
- Families may contact the school in case of emergencies. A school employee will notify the student/clinical instructor or supervising nurse responsible for that area and she/he will notify student. NO PERSONAL CALLS DURING CLINICAL OR SIMULATION.
- Smoking is not allowed during the clinical rotation or pre-conference hours. Tobacco odor stays on uniforms and is offensive to many clients. Students will be sent home if smelling of smoke or other offensive odors and will be required to make up the clinical day, per the make-up policy.
- The use of alcoholic beverages and/or drugs (illegal or prescription abuse) during regular school hours on school property, during clinical hours or pre-clinical preparation hours is strictly prohibited and is grounds for dismissal.
- The use of prescription medication that alters cognitive or physical functioning is not permitted during pre-clinical preparation and clinical rotations.
- Children are not allowed at clinical or instructional facilities.
- Simulation days are considered clinical experience and expectations and penalties are equivalent.

Clinical and Skills Lab Dress Code

- The student must wear required clinical attire according to the course description and/or clinical protocol.
- The school uniform is to be clean, without wrinkles, and should not be worn outside of the clinical day. The school uniform includes: *white scrub top, blue scrub pants, white tennis shoes, BTC nursing T-shirt, and white undershirt. Name tag and identification patch must be worn during all clinical rotations. * Starting with the Fall 2024 Professional Nursing cohort, the scrub top will be blue, coordinating with the blue scrub pants.

- Students may purchase a specified blue lab coat to match the scrub pants, if desired.
- No additional accessories or pins may be worn with the school uniform.
- Undergarments worn with the nursing uniform and at clinical rotations must be white or skin-colored and non-revealing. Brassieres must be worn by female students. White undershirts may be worn under uniform top.
- Long hair must be pulled away from the face so that is does not contaminate clean areas. Bangs must not obstruct student line of sight.
- Hair must be neat, clean, and off the collar.
- Men's faces are to be either clean shaven or beards short/trimmed and groomed.
- Uniform shoes must be white and kept clean. (White polish is essential.)
- The student may wear a plain band ring only. (*Stones may scratch clients or cause skin tears.*)
- ONE pair of stud earrings may be worn on the ear lobe; earrings not permitted in any other part of the ear. Clear spacers can be used in place of gauges. (*No hoops, dangling earrings, or colored gauges. These may get caught and ripped out of ear.*) Daith piercing permitted with a doctor's note.
- No smart watches, Fit Bits, or other electronic devices. Watches must be analog or digital, waterproof, and with a flexible band.
- One stud nose ring may be worn. No other piercings are permitted, including eyebrows, tongue, umbilical rings, etc.
- Wearing any jewelry presents a risk for injury or infection and is undertaken at the student's discretion.
- Natural colored contacts only.
- Only natural hair colors allowed in clinicals, skills & simulation center.
- Students must be clean and well groomed. No offensive body odors (including perfumes, scented products, etc.)
- Most tattoos may be visible if deemed unoffensive*. Tattoos on the head, face, neck, and scalp must be covered, regardless of content.
- No midriffs may be exposed.
- No false nails may be worn. Nails must be cut short, not to extend more than 1/8th inch from the fingertips. Nail polish is not allowed during clinical rotations, including shellac and dip polish.
- Faculty may send students who do not meet the dress code requirements home from the clinical rotation. Clinical time must then be made up at the student's expense.
- **Bolivar Technical College and our partnering clinical sites reserve the right to deem a tattoo offensive.** Examples include tattoos that convey violence, discrimination, profanity or offensive language, sexually explicit depictions, gang affiliation, extremist philosophy, or depiction of illegal activity or illegal symbols. Bolivar Technical College will defer to the clinical site recommendations and policy if a tattoo is deemed offensive by that clinical site, even if previously approved by the college.

BTC Blood Borne Pathogen Prevention and Clinical Exposure Policy

The increasing prevalence of blood borne pathogens increases the risk that health-care workers will be exposed to blood/body fluids from patients infected with bloodborne pathogens, especially when blood and body-fluid precautions are not followed for all patients. Therefore, health-care workers are to consider ALL patients as potentially infected with blood borne pathogens and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood and body fluids of all patients. The Center for Disease Control and Prevention (CDC) has issued guidelines regarding occupational exposure to blood borne pathogens (including HIV, Hepatitis B and Hepatitis C). Bolivar Technical College has adopted the following policies in conformity with CDC guidelines:
The following policies are your first line of defense against HIV, Hepatitis B and Hepatitis C, but also against all Blood Borne Pathogens.

1. Body substances of all clients are to be considered infectious.
2. **Handwashing is the major preventive technique.** It should be used:
    a. Prior to and following any patient contact.
    b. Immediately, if contact with any body substance onto the skin or mucous membranes occurs.
    c. After removing contaminated gloves, gowns, or equipment.
3. Needles should not be recapped or broken; instead, deposit them in an approved puncture-resistant container. CDC Brochure: Sharps Safety for the Healthcare Professional.
4. Gloves should be worn if contact with body substances is anticipated. These include:
    a. Handling of blood, urine, feces, vaginal drainage, saliva, tears, amniotic fluid, breast milk, or wound drainage, including wet dressings and laundry.
    b. When potential contact with body substances is anticipated (IVs, irrigations).
    c. When carrying body substances in containers (bedpans, urinals, specimen containers).
5. Added precautions should be taken if splashing of body substances is anticipated, or if contact with eyes or mouth is expected (masks, goggles, gown).
6. Students should be knowledgeable of the nature and risks of body substance transmitted diseases, the mode of transmission, and the appropriate preventive techniques. These concepts are discussed in *Fundamentals of Nursing*.
7. Students with cuts, sores or other broken skin areas on their hands should notify their instructor. Clinical instructors will determine if clinical practice can be carried out by wearing gloves or by applying an occlusive dressing.
8. Any needle-stick injuries with contaminated needles, cuts with contaminated sharp objects, body substance splashes or contact with mucous membranes should be managed following CDC guidelines. **Clinical instructor must be notified immediately**.
    a. Immediately wash area, student and instructor will report to agency and **follow agency protocol for exposure**.
    b. The student must complete the BTC Clinical Exposure Reporting Form. (last step after notifying the instructor, the clinical site, and following clinical site procedures).

9. Spills of body substances should be immediately cleaned following agency policy. Gloves should be worn during cleaning and hands washed when gloves removed. The clinical site recommended bactericidal cleaning procedure should be followed.

The following principles should also be recognized:

1. Blood and body fluids transmitted diseases are not transmitted by ordinary contact with patients (bathing, feeding, or touching).
2. Blood and body fluids guidelines are for the protection of patients as well as the health care worker.
3. Gloves must be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non- intact skin, when performing vascular access procedures and when handling or touching contaminated items or surfaces.
4. If needed equipment or supplies are not available in the clinical area, the instructor should be notified.
5. After caring for a patient, students should not put hands to face, especially eyes or mouth, prior to washing hands.
6. Students are accountable for the correct implementation of the above procedures.
7. Students are responsible for reviewing agency procedure/policy manual.

Missouri State Board of Nursing Position Statement Regarding HIV or HBV Infection

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing. 191.699 RSMo.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing. It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

References: Missouri State Board of Nursing *Discrimination Policy* & *HIV or HBV Infection* Retrieved from the Mo State Board website, 7/15/2025

Program Termination

A student may be terminated from the nursing program due to excessive absenteeism, unprofessional or unethical conduct, failure to master course or clinical objectives, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. In addition, nursing students may be dismissed from the program based on patient care safety issues, a positive drug screen without appropriate documentation, or failure to maintain clinical site expectations.

NCLEX Review Requirement

The college schedules an NCLEX live review for all nursing students the week following program completion, and students are required to attend the entire NCLEX review. Once verification of attendance at the review has been turned in to the administrative office staff, and all other graduation/financial obligations are met, those students who attend ALL sessions of the NCLEX review offered through the college will have official transcripts sent to the Board of Nursing.

Students who cannot or choose not to attend all the scheduled NCLEX review at the college may select from a list of pre-approved NCLEX reviews (list available in the administrative office). Upon successful completion of an alternate review course, students must provide documentation to the registrar showing proof of completion. Students taking an alternate NCLEX review are responsible for cost incurred.

Requirements for State Licensure

A. Successful completion of the Nursing Course of Study. Meet all requirements of the Nursing Program.
B. Successful completion of the course of study does not guarantee eligibility to take the licensure examination.
C. Students can petition the Missouri State Board of Nursing for a criminal history determination at any time in writing using this form.
D. Validation of status for taking examination will be forwarded to the applicant from the NCSBN—this is known as the Authorization to Test (ATT). Information related to completion of the NCLEX Exam will be included.
E. CAT - Computer Adaptive Testing-NCLEX Exam is to be taken and passed at the first opportunity

All applicants, students, and graduates are hereby notified that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime. The Nursing Practice act and rules can be found on the Missouri State Board of Nursing webpage at http://www.pr.mo.gov/boards/nursing/npa.pdf. Section 335.066, RSMo, as shown on pages 17- 20 in the Nurse Practice Act lists grounds for possible denial of licensure. The Missouri State Board of Nursing will grant or deny eligibility to test after submission of application for nursing licensure.

Disclaimer

All policies, procedures, and information outlined in the Nursing Student Handbook are binding and will be fully enforced. In addition to the policies specified in this handbook, **students are also responsible for adhering to all policies and regulations found in the institutional** Student Catalog. By enrolling in the Nursing Program, students acknowledge their obligation to review, understand, and comply with all applicable guidelines. Failure to follow any of these policies may result in disciplinary action, up to and including dismissal from the program.

The Nursing Program reserves the right to update or revise policies as needed. Students will be notified of any changes, and continued enrollment constitutes acceptance of the most current policies.

Faculty

Effective 07/01/2025

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